

## WEEKLY PROGRESS REPORT

**NAME**

**Supervisor's Signature** \_\_\_\_\_

| LABORATORY TIME |                        |  |  |
|-----------------|------------------------|--|--|
|                 | <i>Time Allocation</i> |  |  |
| VACATION        |                        |  |  |
| HOLIDAY         |                        |  |  |
| SICK            |                        |  |  |
| PERSONAL        |                        |  |  |
| COMP TIME       |                        |  |  |
| LEAVE W/O Pay   |                        |  |  |
| COURT           |                        |  |  |
| COURT TRAVEL    |                        |  |  |

### Week Ending

Drug Laboratory

### **RUSH cases\***

N/A=No Analysis Needed

## SUMMARY

## Overtime

**SAMPLES ASSIGNED**

**SAMPLES COMPLETED**

SAMPLES IN BACKLOG

|                   |                  |  |  |
|-------------------|------------------|--|--|
| QA/QC             |                  |  |  |
|                   |                  |  |  |
|                   |                  |  |  |
|                   |                  |  |  |
| INSTRUMENT MAINT. |                  |  |  |
| TRAINING          |                  |  |  |
| TRAINING TRAVEL   |                  |  |  |
| MEETINGS          |                  |  |  |
| CASEWORK          |                  |  |  |
| OTHER - IN LAB    |                  |  |  |
| Safety            | Total All        |  |  |
|                   | Total Out of Lab |  |  |

| Comments: |  |  |             |
|-----------|--|--|-------------|
|           |  |  | In Progress |
|           |  |  |             |
|           |  |  |             |
|           |  |  |             |
|           |  |  |             |
|           |  |  |             |

|   |
|---|
|   |
|   |
|   |
|   |
|   |
|   |
|   |
| 0 |
|   |

|                       |       |
|-----------------------|-------|
| <hr/>                 |       |
| Total time out of lab | 0.00  |
| Total time in lab     | 37.50 |
| Total overtime*       | 0.00  |

|             |
|-------------|
|             |
| In Progress |
|             |
|             |
|             |
|             |
|             |

| Cases worked on OT |  |  |  |  |
|--------------------|--|--|--|--|
|                    |  |  |  |  |
|                    |  |  |  |  |
|                    |  |  |  |  |
|                    |  |  |  |  |
|                    |  |  |  |  |
|                    |  |  |  |  |

| Type | Case# | Type | # |
|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|---|
|      |       |      |       |      |       |      |       |      |       |      |       |      | 0 |